

<b>BUILDING PERMIT FEES</b>	<b>APPROVED BY TOWN COUNCIL 03/19/03</b>
	Fees
new homes	25 + 5k
condos	25 + 5k
town house	25 + 5k
multi- family	25 + 5k
commercial	125 + 5k
all other buildings	10 + 5k
electrical	45
plumbing	45
mechanical	45
demolition	45
rental CO	n/a
reinspect	25 after 1
septic system	n/a
well	25
health	25
plan review	30 per hr
sign permit	25
home occupation	15
driveways	n/a
sheds w/foundation	35
sheds w/o foundation	25
pools in-ground	75
pools above ground	35
decks	50
mobile homes	25 + 150
sand pits	
roof/reroof	25
fuel-burning chimneys	25
Any project commencing prior to building permit approval will be charged double the permit fee.	
<b>Date:</b>	
<b>Fee established by:</b>	
<b>Total fee:</b>	
<b>Map/Lot:</b>	
<b>Builder:</b>	
<b>Owner:</b>	
<b>Address:</b>	

## **Building Permit Checklist – Please Read Carefully**

***Keep this form for your own use***

It may be necessary to include the following items with your building permit application. All work must be completed to comply with the International Residential Code 2000, The International Building Code 2000, Life Safety, and State of NH Plumbing & Electrical Regulations.

\_\_\_\_\_ **1. Site Plan**

A site plan is required for ALL new structures or additions. It must show all setbacks from rights of way, property lines, bodies of water, wetlands, etc. The owner/applicant must sign the site plan.

***REQUIRED FOR ALL*** **2. Building Plans**

Separate plans showing specifications are required. For houses and larger structures, plans are required. For most other projects, a cross-section drawing is adequate. Pools are exempt from this requirement.

***REQUIRED FOR ALL*** **3. Estimated Cost**

A total estimated cost must be included on the application.

\_\_\_\_\_ **4. Hookup Fees**

If tying into Town water/sewer, hookup fees must be paid PRIOR to the issuance of a building permit. \$1,000 per hookup.

\_\_\_\_\_ **5. Electrical & Plumbing Permits**

Separate permits are required for all electrical & plumbing work.

***REQUIRED FOR ALL*** **6. Permit Fees**

Permit fees must be paid in full when the application is submitted.

\_\_\_\_\_ **7. Oil Burner Permits** (available from Town Clerk's Office)

Oil burner permits must be obtained PRIOR to installation. You must arrange for the Fire Department to inspect the burner after installation. This is a volunteer department. You may leave a message at Newmarket Dispatch Center, 659-6636. Allow at least seven days for the inspection.

**8. Inspections**

If you are not sure what inspections will be required, please ask the building inspector prior to beginning the project. **Allow at least 24 hours notice for all inspections.**

**In addition to inspections during construction, all projects require a final inspection. It is up to you to arrange for this inspection, when the project is complete.**

**TOWN OF NEWMARKET**

## BUILDING PERMIT APPLICATION

***Entire section must be completed:***

Owner: \_\_\_\_\_ Builder: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
(street, town, state) (street, town, state)

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project address: \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Type of project: \_\_\_\_\_

Are you in or out of a special flood hazard area? \_\_\_\_\_

=====

***Fill out this section if applicable to your project:***

No. bedrooms \_\_\_\_\_ Town Sewer \_\_\_\_\_

Private Septic \_\_\_\_\_ State Approval # \_\_\_\_\_

Town Water \_\_\_\_\_ Well \_\_\_\_\_

Variance \_\_\_\_\_ Date Approved \_\_\_\_\_

Planning Board Approval \_\_\_\_\_ Date Approved \_\_\_\_\_

Heating Type \_\_\_\_\_ **If oil heat, you will need an oil burner permit per Fire Dept. Permit is available at the Town Clerk's Office.**

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***Entire section must be completed:***

Date of application: \_\_\_\_\_ Total area \_\_\_\_\_ square feet

Permit fee \$ \_\_\_\_\_ Estimated cost of work \$ \_\_\_\_\_

\_\_\_\_\_  
(owner's signature) AND/OR (applicant's signature)

\*\*\*\*\*

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by Code Enforcement Officer \_\_\_\_\_

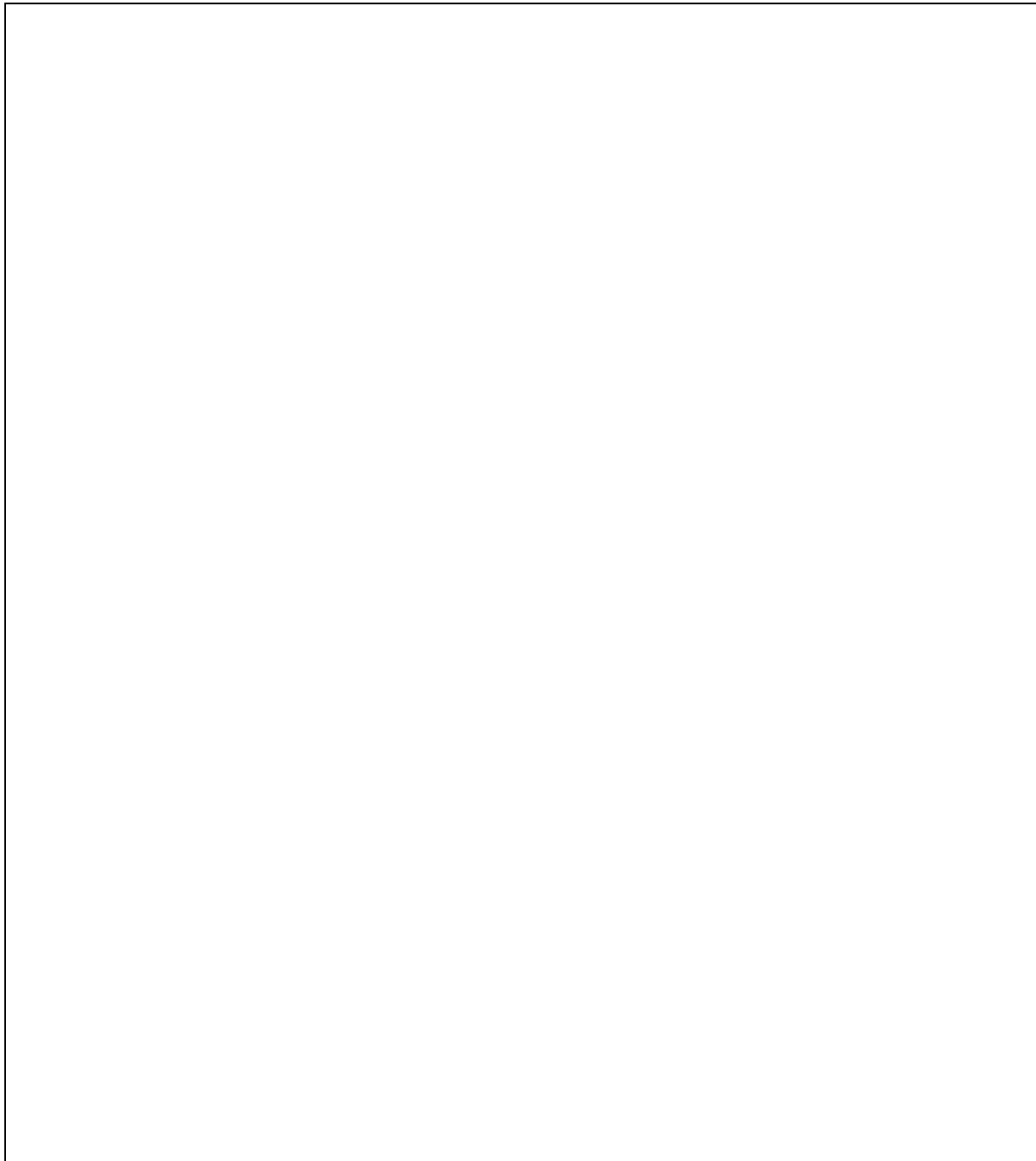
Date \_\_\_\_\_

Variance required because: \_\_\_\_\_

Planning Board Site Plan Review required because: \_\_\_\_\_

**THIS DOCUMENT IS AN APPLICATION ONLY. THIS IS NOT A BUILDING PERMIT.**

SITE OR PLOT PLAN- Indicate location of structure on the property, showing distances from all property boundaries, rights of way, bodies of water, wetlands, etc.



I hereby certify that the above site plan is accurate to the best of my knowledge.

\_\_\_\_\_  
Owner's signature

Date: \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Be sure to forward this document to whoever will be arranging for final inspections. Certificate of Occupancy will not be issued unless the Code Enforcement Officer receives it with all pertinent signatures.

Please allow at least seven days for all appointments for inspections and signatures. Do not wait until the last minute.

Public Works/Water & Sewer                      659-3093  
Building Inspection                                659-8501  
Fire Department                                    659-3950                      volunteer dept. - dispatch will take message  
\*\*\*\*\*

Date: \_\_\_\_\_ Owner's name: \_\_\_\_\_

Project address: \_\_\_\_\_ BP# \_\_\_\_\_ Date: \_\_\_\_\_

**Applicability:** No person shall use or permit the use of any building, structure of premises, or part thereof hereby erected, relocated, altered, converted or extended until a Certificate of Occupancy has been issued by the Building Inspector.

Application shall be made on this form at such time as when the applicant has complied with the Building Permit and/or any other requisite approval related thereto.

The completed work shall be in compliance with all applicable provisions as specified in the Town of Newmarket Zoning Ordinance, and the ordinances regulated by the Fire and Public Works Departments.

Signatures of the representatives from the departments indicated below are required upon completion of work prior to the issuance of a Certificate of Occupancy.

**APPROVED FOR CO (see comments on reverse):**

Fire Department \_\_\_\_\_ Date \_\_\_\_\_

Public Works \_\_\_\_\_ Date \_\_\_\_\_  
Water/Sewer

Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge the above applicability and assume responsibility for its conformance.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_  
(owner/agent)

**THIS FORM MUST BE RETURNED TO THE BUILDING INSPECTION OFFICE UPON COMPLETION OF INSPECTIONS.**

**IMPORTANT: READ CAREFULLY** - HOMEOWNER/CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY APPROVALS PRIOR TO ISSUANCE OF FINAL CERTIFICATE OF OCCUPANCY BY CODE ENFORCEMENT OFFICER.

COMMENTS

FIRE DEPT:

PUBLIC WORKS DEPT.  
WATER/SEWER DEPT.

BUILDING INSPECTOR:

**TOWN OF NEWMARKET, NH  
APPLICATION FOR DRIVEWAY PERMIT**

TO: Director of Public Works  
Department of Public Works & Highways  
Packers Falls Road/Water Treatment Plant  
Newmarket, NH 03857

Date: \_\_\_\_\_  
Map & Lot: \_\_\_\_\_

Pursuant to the provisions of Title 20, Chapter 249, Sections 17 and 18, Revised Statutes Annotated 1955 and amendments thereto, permission is requested to construct \_\_\_\_\_ driveway entrance to property located on the \_\_\_\_\_ side of \_\_\_\_\_ Street/Road in the town of Newmarket, NH at a location which will meet the requirements for safety specified in said Statutes.

The driveway requested is for access to \_\_\_\_\_ Street/Road  
for a \_\_\_\_\_.  
(residence, business, subdivision, etc.)

Describe nature of business and/or subdivision: \_\_\_\_\_  
\_\_\_\_\_

As the Landowner/ Applicant, I hereby agree to the following:

1. To construct driveway entrance(s) only for the bona fide purpose of securing access to private property such that the highway right-of-way is used for no other purpose than travel.
2. To construct driveway entrances at permitted location in accordance with statutes, all provisions of Driveway Permit Specifications and standard drawings for driveway entrances issued by the Newmarket Department of Public Works.
3. To hold harmless the Newmarket Department of Public Works and its duly appointed agents and employees against any action of personal injury and/or property damage sustained by reason of the exercise of this permit.
4. To furnish and install drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from development.

Location Sketch



\_\_\_\_\_  
Print or Type Name Clearly

\_\_\_\_\_  
Signature Landowner/Applicant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone